



MEMORANDUM

TO: Superintendents

FROM: Debra Hinline, Director
Office of Financial Management, Analysis, and Reporting

DATE: November 13, 2007

SUBJECT: Charter School Student Address Verification

Charter Schools receive their local tax dollars from the county where their students have legal residency. The Department is charged with verifying the corporation of legal settlement for each charter school student and providing it to the Department of Local Government Finance for school corporation budgets. We have prepared and are making this data, as verified by a GPS mapping program, available for your review through the Application Center. We ask that you or someone from your corporation take time to review this data. The data review must be completed by December 14, 2007. The review period is this length for two reasons – the mapping program that was used had a match rate of over 98%, and the Department of Local Government Finance needs this data to complete the budget approvals for corporations that are responsible for levying the local tax dollars for charter school students.

Please go to the Application Center and, under the Message Center, select the Reports Option, then select Student Residence, and then Charter School Verification. You will be given the option to load the data for students with legal residency in your corporation into a spreadsheet for ease of use. Each school corporation should carefully review the corporation of legal settlement data that are included in the student information. This information is used to generate local tax dollars from your corporation to be paid to the Charter School educating the student.

Please notify us as soon as possible, but no later than December 14, 2007, if there is a discrepancy in any of the information. A time extension for this review will not be granted. Notification must be by email to hinline@doe.state.in.us, or by FAX at 317-234-5796. Failure to contact us will indicate that school officials are in agreement with the student information and the information will be finalized with the Department of Local Government Finance. Documentation to substantiate a difference in the corporation or county of legal settlement will be required before the DOE contacts the charter school or makes revisions.

If you have questions about this procedure please call us toll free at 866-234-1414 or locally at 317-232-0840.